Help Guide for the City of Rockford Rental Registry Program
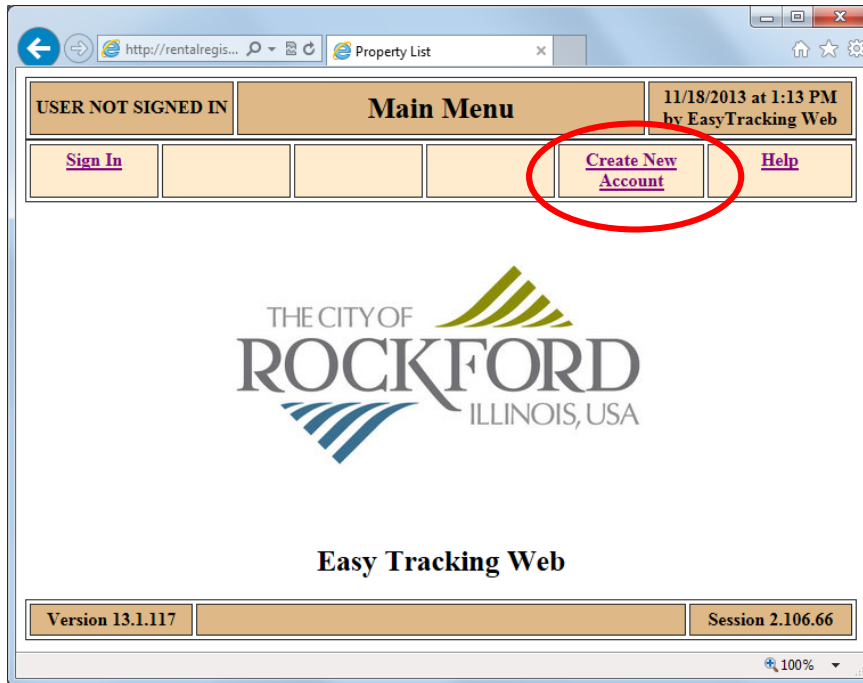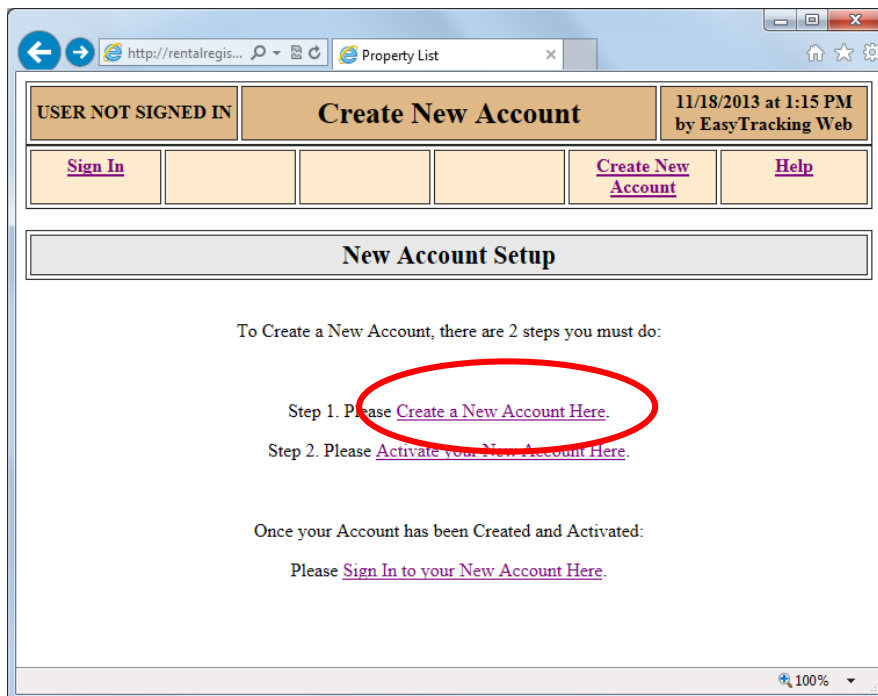

http://rentalregistry.rockfordil.gov

If you don't have access to a computer through family or friends you can visit the

City of Rockford Public Library for assistance

1) Go to http://rentalregistry.rockfordil.gov
2) Select "**Create New Account**" from the home page.

3) Select "**Create a New Account Here**".

4) Enter the information on the form and select the "**Create My New Account**" Button.


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USER NOT SIGNED IN        Create New Account        11/18/2013 at 1:16 PM
                                                     by EasyTracking Web

  Sign In                                    Create New         Help
                                              Account

            Enter Your New Account Information

      Welcome to New Account Registration. This is where you create your Admin Account.
   You will use this Admin Account to enter in all of your Property information for all of your Properties.

     Account Admin FIRST Name:        Account Admin LAST Name:

     Account Admin EMAIL:

     Account Admin UserName:          Account Admin Password:

                        Create My New Account

        If you have already created an Admin Account, Sign In to it by clicking here.
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5) You'll receive an email similar to this one. Select the activation link to complete the registration process.

Your Activation Code for the City of Rockford's Rental Registry Program
This Email contains your Activation Code for the Rockford Rental Registry Program.
Please click on the following link to Activate your Account.
http://rentalregistry.rockfordil.gov/VerifyActivationNumber?AcctActivationEmail=name@gmail.com&AcctActivationNumber=3512-12765-6523

Use the following Username and Password to Sign In to the website and enter your Owner/Property Information:
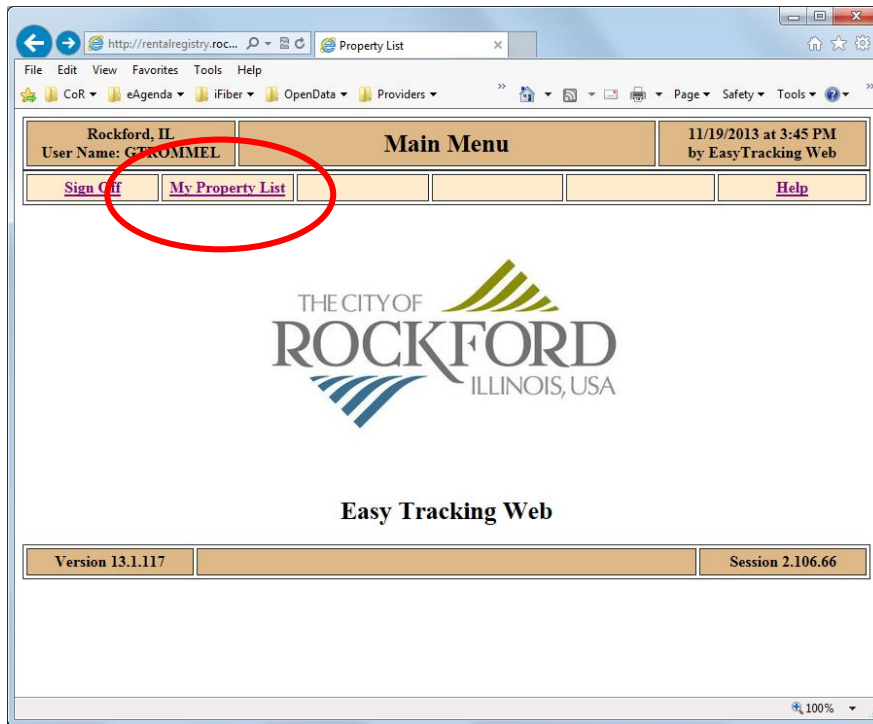
Your Admin UserName
Your Admin Password

Also, keep the following settings for your records:

Your Admin Account Email
Your Admin Account Activation Number

6) After you log in, select "**My Property List**".

7) Then click the "**Add a New Property**"

8) Enter only the street number and select the "**Look up Addresses that have this Street Number**" button.

9) Select the property that's yours by selecting "**Select This Address**".

10) Select the "**Property Type**" from the dropdown list and enter the number of units at this property.

11) Select "**Click Here to Add Required Contacts**".

12) Select "**Click Here to Add an Owner**".

13) Enter the appropriate information in the form and select "**Add this Contact to this Property**". If the "Property Manager" and "Agent for Service" are the same as the owner, select the appropriate check-boxes. If they are different, leave the check-boxes blank. Then go back to the property and add those separately.